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# (U) IA Pre-Publication: Ticket Field Descriptions

(U) The following is a step-by-step guide through the IA PrePub ticket that includes graphics of the actual ticket, as well as field descriptions.



Approved for release by NSA on 02-03-2017, FOIA Case #83930 (litigation)

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## (U) IA Pre-Publication: Ticket Field Descriptions

### (U) Content and Requestor Information:

Title of the item submitted *	Link	Link
Attach File	Link to the document being submitted	
Requestor SID *	Link to the Requestor's profile	Link
Requestor Organization	Link to the Requestor's organization	
Requestor Phone *	Link to the Requestor's phone number	
Alternate POC *	Link to the Alternate POC's profile	Link
Alternate POC Organization	Link to the Alternate POC's organization	
Alternate Phone *	Link to the Alternate POC's phone number	
Requestor Approval Approver Name	Approved Disapproved NA The user has approved the request and the document is being submitted. The user has disapproved the request and the document is not being submitted. The user has not approved the request and the document is not being submitted.	

(U) The **Title** field is for the designated name of the item submitted.

(U) The **Attach File** field is where the content to be reviewed is uploaded to the ticket. This is also where digitally signed email

approvals or SPFs can be uploaded as well.

(U) The **Requestor SID** field is designated for the person who is requesting the PrePub review. This is the person with whom the IA PrePub team will consider to be the POC of the ticket. **\*Note: the Requestor and Manager cannot be the same person.**

- o (U) The **Requestor Organization** field is for the Requestor's designator (e.g., P25 is the designator for Dedicated Support Communicators Office).
- o (U) The **Requestor Phone** field is for the Requestor's *secure* phone number.

(U) The **Alternate POC** field is required in case the IA PrePub team is not able to contact the Requestor or in the event that the Requestor will be out

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of the office during the review. The Alternate POC is designated to make decisions on behalf of the Requestor.

- (U) The **Alternate POC Organization** field is for the Alternate POC's designator (e.g., P25 is the designator for Dedicated Support Communicators Office).
- (U) The **Alternate POC Phone** field is for the Alternate POC's *secure* phone.

(U) The **Requestor/Author Approval to Release Name** field is needed in the event that a name will be disseminated in an open forum or to the general public. Approval must be given to allow the name to be made available. If no name will be disseminated, click N/A.

Date Required *	<input type="text"/>
Venue *	<input type="text"/>
Target Audience *	<p>1. The information is to be disseminated to a continuous or "one-time" target audience for making the information available to a community, specific or wide audience. Assess OPMIC concerns in your justification.</p> <p><input type="text"/></p>
Additional Details	<p>When Primary Collaboration/Relationships/Connections are provided, information should be a public website.</p> <p><input type="text"/></p> <p>Description of request, summary, program name, etc.</p> <p><input type="text"/></p>

(U) The **Date Required** field is for the date in which the PrePub determination is requested. If the requested date is within 25 business days, justification to expedite is required. Mission-critical need must be explained in the provided box when the date is selected.

(U) The **Venue** field is for the location in which the content will be available. This can be a conference, website, meeting, etc.

(U) The **Target Audience** field is for the people who will have access to the information; e.g. government, industry, general public.

(U) The **Additional Information** field is for any further information about the request/content/etc. that you believe is important to the review.

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### (U) Approvals required for every ticket

CAO SID \*

SID of CAO in all web site reviewing the information. List name and your CAO SID.  
Type "Go CAO" in your browser and click on "CAO" from Information Assurance  
Department to get the list of SID CAOS.

2nd Level CAO SID \*

2nd level CAO reviewer

Management/Program Management SID \*

SID of Management/Program Management Name who needs to approve the request

(U) The CAO SID field is where the first Classification Advisory Officer (CAO) selected to review the content

is listed.

(U) The 2<sup>nd</sup> Level CAO SID field is where the second CAO selected to review the content is listed. \*Note: the CAO reviewers cannot be the same person.

(U) The Management/Program Management SID is for a person in the Requestor's chain of command who has the authority to determine if the content is appropriate for release to the Target Audience at the Venue.

### (U) Other approvals required case-by-case

(U) \*If any of the following applies to the submitted content, click 'yes'.

Does this content Require a TECHNICAL REVIEW?

☐ Yes

☒ No

Proprietary, Copyrighted, or Privacy-Act Privilege (PCP) Info?

☐ Yes

☒ No

Does the content being submitted contain any Proprietary, Copyrighted, or Privacy-Act Privilege information?

Is this submission subject to any Contractual Agreements?

☐ Yes

☒ No

Are graphics included?

☐ Yes

☒ No

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Does this content Require a TECHNICAL REVIEW?	<input type="radio"/> Yes <input type="radio"/> No
Technical Reviewer SID	<input type="text"/> <small>To be entered by manager reviewing for and making approval that a technical review is required</small>
Proprietary, Copyrighted, or Privacy Act Privilege (PCP) Info?	<input type="radio"/> Yes <input type="radio"/> No <small>Does the content being submitted contain any Proprietary, Copyrighted, or Privacy Act Privilege information?</small>
Is this submission subject to any Contractual Agreements?	<input type="radio"/> Yes <input type="radio"/> No
Contracting Officer SID	<input type="text"/> <small>SID of contracting officer if required</small>
Are graphics included?	<input type="radio"/> Yes <input type="radio"/> No
Graphics Approval *	<input type="text"/>

If there are any graphics included in this document, Requestor must state in this box where they came from and that approval to use them has been obtained. If there were no graphics in the document, enter NA in this field.

(U) \*Answering 'yes' the fields in this section open up new field requirements.

(U) The Technical Reviewer SID is for a person who is authorized to review the content for technical accuracy.

(U) If 'yes' is selected for the Proprietary, Copyrighted, or Privacy-Act Privilege (PCP) Info field, IA PrePub will forward the content to

Office of the General Council (OGC) for review, unless the Requestor provides digitally signed approval from OGC, upon ticket submission. An approval email can be attached to the ticket, the same way CAO/Management approvals are attached.

(U) The Contracting Officer SID field is for a person from Business Affairs Office (BAO) who can review the content for concerns relating to the contractual agreement.

(U) The Graphics Approval text box is for the Requestor to state where the graphics came from as well as whether approval was obtained from IA Product Development.

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## (U) Finalize and submit the ticket

Classification

Submit

Cancel

(U) The **Classification** field is for the overall classification of the ticket. The overall classification should be UNCLASSIFIED//FOR OFFICIAL USE ONLY, because of the names listed on the ticket.

(U) Click **Submit** when the ticket is completed and ready to go to IA Pre-Publication. Click **cancel** if you do not need to submit the ticket and return to the previous page.

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